Appendix K

Environmental Considerations for the Training Room

Room Selection

The training room can have a major impact on the effectiveness of the training itself. When selecting a room, keep these guidelines in mind:

♦ *The training room should be located in an accessible building. Ensure that all participants can easily get to the training room and are able to access all activities during the training. Be sure that the restrooms are also accessible.*

♦ *Remember to select a training room that can accommodate the use of a DVD player and a screen or large monitor. (See Appendix L, Equipment Use, for additional details about room requirements related to using equipment in the training.)*

♦ *Be sure that the room and seating is flexible enough that each participant can comfortably participate in viewing videos, large group discussions, and small group work.*

♦ *Lighting in the room should be adequate. Be sure you can adjust it appropriately as you shift from showing a DVD to small-group work at individual tables or a large group discussion. Ideally, participants will have enough light to take notes while viewing the video without glare on the screen.*

♦ *If the room has windows, think about the time of day you will be using the room and the direction of the sun for glare and heat. Check the curtains or blinds to see if they are working and to become familiar with how to operate them so that they can be adjusted, as needed, during the training.*

♦ *Determine how to adjust the room temperature before the participants' arrival and ask them to tell you if they become uncomfortable. (**Reminder:** participants are not very physically active and typically feel cooler than facilitators/trainers.)*

Furniture Arrangement

♦ *Use a training room with tables and comfortable chairs so teams can sit together at their own table. Have several 6-foot by 30-inch rectangular or 5-foot round tables with chairs around them to facilitate small group discussions. (The number of tables should be determined by the number of teams or groups of participants, as described in the* Facilitator's Guide.*)*

♦ *Be sure there are an adequate number of additional tables to hold training materials and audio visual equipment.*

♦ *Be sure there is enough room to move between the tables and chairs when people are seated in them.*

♦ *Position furniture so all participants can see the monitor or screen in the front and still be comfortable taking notes if they wish to do so.*

♦ *Avoid placing video monitors or screens in front of windows as the back light will make it difficult to see.*

Ambiance and Other Considerations

♦ *Provide drinking water and glasses in the training room.*

♦ *Provide snacks, if possible, depending on group norms. A small healthy snack can go a long way toward creating a positive training environment.*

♦ *Play music during break times. Music can change the mood or energy of a group. Turning music off at the end of the break can signal to participants that it is time to resume the session.*

♦ *Use small musical instruments or "noisemakers" to gain participants attention after small group work, at the beginning of a session, or after a break.*

♦ *Display images of young children who have disabilities with their families and in their communities. Images might be posters, framed photographs, a slideshow, etc.*